

Minutes for: January 23, 2019

PRESENT: G. Berg, D. Caldwell, T. Budd, A. Winzinger, R. Robson, N. Ciccaglione, R. Belcher, T. Robinson, R. Reitmeyer and P. Saunders

This meeting is held in accordance with the New Jersey Open Public Meetings Act, in that Annual Notice of this meeting has been provided to the offices of Burlington County and to the Burlington County Times. A copy of the Notice was also posted on the Bulletin Board in the District Office maintained for public announcements. G. Berg called the meeting to order at 3:01 p.m.

Roll Call: G. Berg, D. Caldwell, T. Budd, A. Winzinger, T. Robinson, R. Belcher, R. Reitmeyer and P. Saunders. Late were N. Ciccaglione and R. Robson. G. Berg noted that adequate notice of the meeting had been given under the Open Public Meetings Act.

MINUTES OF THE PREVIOUS MEETING:

The minutes of the December 19, 2018 meeting were approved on a motion by T. Budd and seconded by D. Caldwell. A. Winzinger Abstained. All in favor.

FINANCIAL:

The Bills to be paid and the Financial Report for January 23, 2019 were reviewed and accepted on a motion by D. Caldwell and seconded by A. Winzinger. All in favor.

- District CDs on the Financial Report have been re-organized to the order in which they will mature.
- R. Reitmeyer identified CDARS at Delmarva (Liberty Bell Bank) account #26795724 as maturing on January 20, 2019 and requested Board direction on how to re-invest these funds. The Board has agreed to leave the CD and re-invest for 15 months at 3.00%. Signers will need to be updated for any changes.
- Reitmeyer also requested direction on the CDARS at William Penn Bank #1021626828 which will be maturing on January 31, 2019. The Board agreed to let it Roll-over for a term of 52 weeks at 2.45%.
- Reitmeyer also identified a Columbia Bank CD which will be maturing on February 23, 2019. The Board asked Reitmeyer to find rates at Republic Bank, WSFS and other institutions for comparison for discussion at the February meeting

CORRESPONDENCE: R. Reitmeyer

- Reitmeyer distributed a copy of the 2019 schedule for the SSCC meeting dates.
- Email from F. Minch regarding the Supervisors appointments regarding the Gina Berg and Audrey Winzinger on a Pro-rated term.
- Email from F. Minch regarding the 2019 NRCS Cost Share Table requesting the districts to approve by the February meeting. On a motion of approval to adopt the NRCS Cost Share Table by D. Caldwell and seconded by T. Budd. All in Favor.

- Email from C. Cherefko regarding the Program Assistant payment from 10/1-12/31/18.
- Notification from Sir Speedy of Mount Holly has moved as of January 1, 2019 to Vineland.
- Notification from USDA stating that the rental payments will not occur during the funding lapse and will restart when funding has been restored.
- Email from NFWF regarding the status of the newly executed grant and attached is the award agreement. The grant is now active.
- Email from A. Wenczel of the Office of Aquaculture Coordination reminding the BCSCD office of their upcoming meeting scheduled in our main conference room on January 25, 2019.
- Email from Gupta Rashi who is the new grant Administrator for the NFWF Project.
- Notification from Soil and Water Conservation Society requested to renew membership. The cost is \$140.00 as a Non-profit partner.

STAFF REPORT: T. Robinson

- On February 19th or 26th T. Robinson and R. Reitmeyer will be meeting with DEP.
- Contractor Training will be scheduled in either February or March, 2019.
- The staff is finalizing the Workshop for Municipal Officials.
- March 15, 2019 is the deadline for the Poster Contest entrees.
- Envirothon Training will take place on April 17th. Currently there are 3 schools signed up and none of them are from Burlington County.
- R. Robinson and P. Evans are in the process of updating the list of required plan review items which are provided to potential applicants and design engineers. This list is helpful to those submitting applications to the District.

NRCS REPORT: N. Ciccaglione

- N. Ciccaglione discussed the NRCS status relative to the partial government shut down and mentioned that they are able to provide services until existing funding is exhausted.
- The new Farm Bill was approved on December 20, 2018. National headquarters is currently interpreting the new Bill and updating the program rules and manual.
- Farm Service Agency (FSA) will be returning on January 24, 2019 without pay.
- Rural Development (RD) is still currently on furlough.
- Two Requests for Assistance require Signatures for producers John Gardner and Laureen Swiernik.

SSCC REPORT: R. Belcher

- R. Belcher mentioned that the NJACD Annual Conference may be held in North Jersey in Secaucus the week of Thanksgiving in 2019. Discussions are ongoing.
- J. Showler is planning to provide training to new District employees.

- The Envirothon will be held at Waterford Works in Camden County. There will be 3 trainings held on April 11, 17 and 25, 2019. The Theme this year is Agriculture and the Environment: Knowledge & Technology to Feed the World.

DISTRICT MANAGER'S REPORT: R. Reitmeyer

Snapshot off Activity: For the month December 2018 the staff performed 272 inspections, issued ROC's for 49 Units and performed 22 plan reviews. One Violation has been issued since the December meeting. A violation was issued to Victoria Court Townhouses for sediment barriers not installed. Unapproved site dewatering. Offsite sedimentation has occurred.

- **Staff:** Inspections remain at a lower level due to end of year staff leave. Construction projects are very active.
- **Annual Report:** Distribution of the report has been completed. A few copies still remain.
- **Partial Government Shutdown:** R. Reitmeyer is requesting guidance from the Board on how long the District would pay the salary of the grant funded NRCS Program Assistant during a prolonged government shut down? The Board has agreed to pay up to 8 work weeks and then re-evaluate. On a motion of approval by D. Caldwell and seconded by A. Winzinger.
- **SJRC&D:** No Report.
- **Building Maintenance:** Minor toilet repair was needed to be performed. Reitmeyer has been dealing with a small rodent concern in the building. USDA employees have identified that their refrigerator seems to be failing and is asking if the District can purchase a new one. The Board suggest check budget to see the allotted monies and check with Home Depot and Costco for approximately \$700.00.
- **Postage System:** Pam and I are assessing potential cost savings by switching to "Jersey Mail Systems" (FP Dealer). Our current contract with Pitney Bowes expires on June 30, 2019.
- **Copier Lease:** Current lease is expiring soon and will need to be renewed. It is recommended that the lease be renewed for 60 months at \$82.74 per month plus copies made, at which the old lease was \$94.42 per month plus copies made. This is a reduction of about \$12.00 per month. On a motion of approval by D. Caldwell and seconded by A. Winzinger.
- **Purchase Reports of Compliance:** Our regular provider, Sir Speedy, has relocated to Vineland. Reitmeyer advised the Board that he would like to purchase these documents through Deptcor.
- **System for Award Management (S.A.M.):** An updated registration is needed annually to maintain the District's lease agreement with the Government Services Agency.

CHAPTER 251 & RFA: R. Reitmeyer

Certification Report was presented and discussed. R. Reitmeyer reports there are **8 251** Plans and **3 RFA** permits that have been approved for this month. 251 Certifications mentioned for

discussion are as follows: Larry and Lauren Swiernik of Springfield; Willingboro Lakes Park of Willingboro which is County Fee Exempt. On a motion of approval by T. Budd and seconded by R. Robson. D. Caldwell is recused from the PCF Management, LLC of Cinnaminson. All in favor.

OLD BUSINESS

1. 2018 NFWF Grant

- R. Reitmeyer presented a sketch for the proposed location of four demonstration plots.
- R. Reitmeyer met with G & G Landscaping. G&G has offered to perform the planting bed preparation for the demonstration plots at no cost.
- R, Reitmeyer is consulting with NRCS on the multi-species mixtures and planting dates for these plots
- District staff will update and expand the mailing list, develop materials for mailing and begin advertising receipt of the grant.

2. Municipal Shared Services

- All basin inspections have been completed.
- 2019 Solicitation documents have been mailed.
- Springfield Township billing has been mailed.
- R. Reitmeyer intends to meet with Burlington Township representatives to review 2018 inspections and discuss the 2019 proposal.
- R. Reitmeyer has scheduled a meeting with Tabernacle Township Manager and Engineer.
- Purchase of additional hardware may be necessary if locating/mapping is requested.

NEW BUSINESS

1. Election of Officers

- On a motion of approval by R. Robson and seconded by A. Winzinger to maintain the current officers of Chair – G. Berg, Vice Chair – D. Caldwell and Treasurer – T. Budd.
- Resolution 2019-01 for Signers of all District account and CDs except for cash Management – G. Berg, T. Budd and R. Reitmeyer on a motion of approval to be the approved signers by R. Robson and seconded by A. Winzinger
- Resolution 2019-02 for Cash Management Account. G. Berg to be the approved signer for the District's Cash Management Account on a motion of approval by R. Robson and seconded by A. Winzinger.

2. Contractor Training Course

- Scheduled for early March. Advertisement will begin shortly. Registrations will be delivered in person, electronically or mailed.
- Course is intended to provide Chapter 251 program information to contractors and developers and result in greater compliance and cost/time savings.
- Course will have a registration fee of \$50.00.

3. Municipal Officials Workshop

- Scheduled for early March. Informational documents will be mailed shortly.
- Workshop is intended to foster closer coordination between District and Municipalities.
- Workshop is intended to be provided at no cost.

PUBLIC COMMENT: N/A

NEXT MEETING: February 27, 2019.

ADJOURNMENT: The meeting was adjourned at 4:32 pm. On a motion of approval by D. Caldwell and seconded by R. Robson. All motions unanimous unless otherwise noted.

Respectfully submitted,

G. Berg, Chairman

